



City of New Bedford

Mayor Jon Mitchell

EMERGENCY SOLUTIONS GRANT

Grant Application Orientation



Office of Planning, Housing & Community Development

Patrick J. Sullivan, Director

608 Pleasant Street New Bedford, MA 02740

Tel 508.979.1500 Fax 508.979.1575

TTY 508.979.1661

Request for Proposals and Application Process



Applications are due on
February 7, 2014 at 12:00 p.m.

Late applications **WILL NOT** be accepted

Applications available in fillable WORD format on City's web site:

www.newbedford-ma.gov/cd/welcome.html

City review period February 10 - March 7, 2014
Draft Plan and City Council approval April, 2014
Award Announcements June 2014 !

ESG OBJECTIVES

The stated objectives of the Emergency Solutions Grants (ESG) Program are to “increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.”

ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).

Eligible Uses

The Emergency Solutions Grant Program may be used for:

- Street outreach;
- Emergency shelter;
- Homelessness prevention;
- Rapid re-housing assistance; and
- Homeless Management Information System (HMIS)



Street Outreach & Emergency Shelter

- Eligible activities for street outreach include engagement, case management, emergency health and mental health services, transportation, and services for special populations.
- Eligible activities for emergency shelter include the same essential services as street outreach and also include shelter activities such as renovations and operations of facilities. Combined street outreach and emergency shelter expenditures cannot exceed 60% of the fiscal year's total ESG grant award.

Homeless Prevention

- Funds can be used to prevent an individual or family from becoming homeless or to help an individual or family regain stability in current housing or other permanent housing.
- Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are at risk of becoming homeless.

Rapid Re-Housing

- Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are *literally* homeless.

Homeless Management Information System (HMIS)

- The City of New Bedford is the HMIS lead agency for the New Bedford Continuum of Care. Subrecipients of ESG grant awards will be required to participate in the City's approved HMIS system. Other eligible activities for this component include HMIS data entry and reporting, attending HMIS training, computer hardware and software related to HMIS.

Match Requirements

- Organizations must match ESG funds a minimum of **100%** from non-ESG sources. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.
- **Applicants may use any of the following as sources of match:**
 - 1) Cash;
 - 2) the value or fair rental value of any donated material or building;
 - 3) the value of any lease on a building;
 - 4) any salary paid to staff to carry out the program; and
 - 5) the value of the time and service contributed by volunteers to carry out the program.

(Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

Application

- Be sure to completely fill out each section
 - Briefly describe your proposed project
 - Check appropriate National Objective and Activity from listing
 - Impact on federal plan to end homelessness and HSPN Priorities
 - Impact on Consolidated Plan – Needs
-
- Five-Year Plan completed by City to identify and address community needs
 - Review priorities and identify activity
 - Special emphasis given to proposal meeting a need

Setting Goals / Outputs

- It is important to be realistic in estimating the number of people served by your Program
- Make sure goals and outputs are achievable



Performance Evaluation Form

- Needs statement: A basic description of the need for your service
- Project Goal: What can reasonably be achieved
- Proposed Activity/ Description:
 - Describes what the project will do, how it will be implemented, operated and administered
 - Important that the summary accurately describes the activity
 - Will be used to evaluate your proposal

Performance Evaluation-Cont.

- Outputs: Accomplishments - e.g.: The number of people served by the activity
 - be realistic, don't overpromise
 - must be unduplicated
- Outcomes: Identify and describe one or more measurable project outcomes consistent with Consolidated Plan
- Complete Project Outcome Worksheet



Evaluation Criteria

Quality of Program Design – 25 points

- Does the proposed program/project comply with the overall regulations, goals and objectives of the ESG program?
- Does the application include a demonstration of unmet need?
- Is the application proposal consistent with the needs and priorities of the New Bedford Consolidated Plan?
- Overall program merit including coordination with existing services [non-duplication] and evidence of community support.

Evaluation Criteria

Proposed Accomplishments – 25 points

- Are the program activities and goals clearly defined?
- Are there meaningful outcomes and outputs for the proposed program activities?
- Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?

Evaluation Criteria

Capacity and Experience - 25 points

- Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure its compliance with standard fiscal practices and to ensure its ongoing sustainability?
- Has the organization demonstrated past experience in implementing and complying with federal regulations?
- Has the organization demonstrated an ability to deliver their services?

Evaluation Criteria

Financial Administration – 25 points

- Does the organization have the qualified staff to oversee financial operations?
- Does the agency expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?
- Does the agency have any outstanding financial concerns or findings?

Application

■ Organization Capacity – Staff Qualifications & Experience

■ Program Design:

- Purpose and need for the proposed project.
- Target population: e.g., families with children, chronically mentally ill, etc.
- Provide information on the types of services that will be offered and how they will be provided.
- Coordination of intake and referral procedures with other service providers.

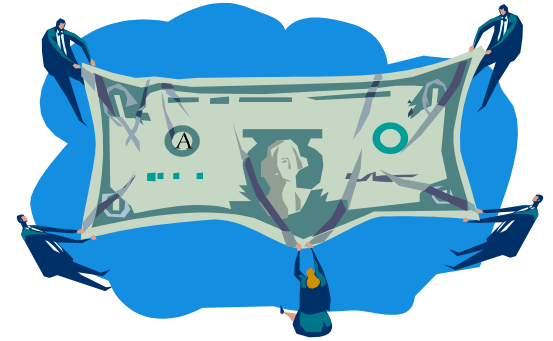
■ Additional Questions:

- Does your program collaborate with the City of New Bedford Continuum of Care, through the Homeless Service Providers Network (HSPN)?
- State how your organization will involve at least one homeless or formerly homeless person(s) in a **policy-making function** with the organization.

Application

- **Financial Capacity – Staff Qualifications and Fiscal Capacity**
 - Identify the person(s) responsible for program and financial management of the activity and describe experience and qualifications, include all other persons involved in this activity.
 - Does the applicant have any past due obligations with any other funding source?
 - In the past three years, has the agency had an Internal Revenue Service (IRS) or State levy? If so, is the agency on a repayment schedule? How was the matter resolved?
 - Did the applicant agency fully expend the three most recent grants that have closed-out terms? If not, why not, and how much was not expended?

Budgets

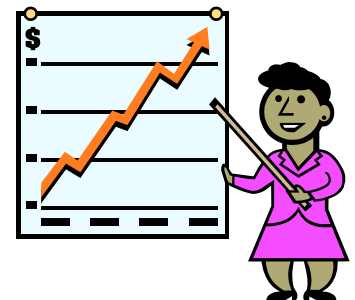


➤ Project budget:

- Identify all sources – attach commitments or other evidence
- Identify source of leveraged funds
- Complete the Budget Category Breakdown – Be sure to Itemize
- Complete Staff Salary Breakdown – Include Job Descriptions
- Overall agency budget

Additional Requirements

- Financial Statements
 - ✓ > \$500,000: **requires most recent audited financial statements**
 - ✓ < \$500,000: requires up to date balance sheet, **income/expense Statement**
- Articles of Incorporation – 501c3 designation
- Listing of current Board of Directors
- Executed Signature Authorization Form
- Obtain DUNS number (Refer to Guide)



Additional Requirements

An original application with all questions completed (including performance evaluation criteria and budgets) along with six (6) copies that are 3-hole punched and clipped [not bound] of the completed application. *(Only the original must include the requested support documents such as the articles of incorporation and the current list of your Board of Directors.)*





What Happens If You Are Selected to Receive a Grant



EQUAL HOUSING
OPPORTUNITY

Basic Information



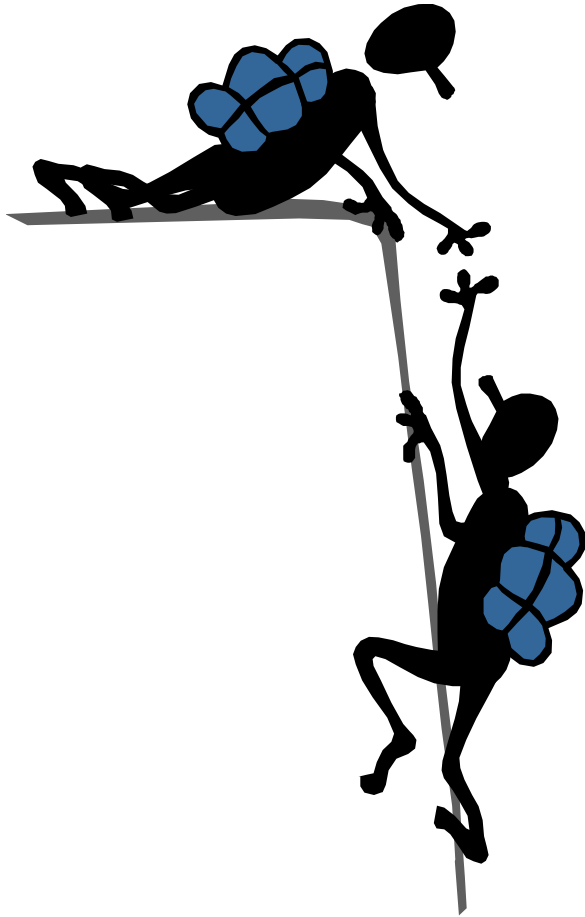
- All Agreements will run from July 1, 2014 to June 30, 2015
- Agreements will have a scope of work and a budget that you will need to adhere to
- The City will reimburse on a monthly basis



Required Reports

- Race and Ethnicity, family characteristics and usually income
- Quarterly Reports- Summary reports that show demographics of the people you have helped
- Monthly invoices- Detailed description of funds spent with backup documentation

TECHNICAL ASSISTANCE



- An orientation is held for all successful applicants and we are always available to help you understand the forms and requirements.
- Once a year, we will complete a monitoring visit, where we look at your financial information (e.g. invoices) intake sheets and files.
- Files on ESG-related funds and requirements must be maintained for a minimum of 5 years.



City of New Bedford

Mayor Jon Mitchell



**Our Staff Looks Forward to
Working With You During the
Application Process**

Office of Planning, Housing & Community Development

Patrick J. Sullivan, Director

608 Pleasant Street New Bedford, MA 02740

Tel 508.979.1500 Fax 508.979.1575

TTY 508.979.1661